

Appendix II. Logging on to TASS

The Tenant Assessment Subsystem (TASS) is deployed in HUD's Secure Systems environment. Program Administrators of HUD's rental assistance programs may access TASS via the Internet.

Use the following steps to access the TASS Secure System:

- Step 1:** Launch the Internet browser on your computer. Enter the following link in the address of the Web browser: <http://www.hud.gov/offices/reac> and press **Enter** on the keyboard.

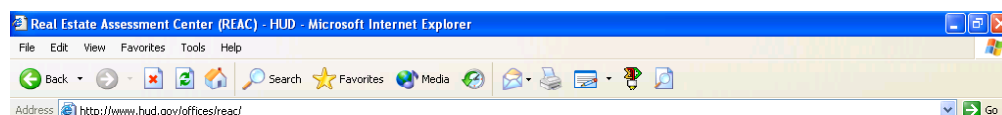


Figure 2 . Internet Address for the REAC Home Page

- Step 2:** The **Real Estate Assessment Center Home Page** is displayed.



Figure 3 . Real Estate Assessment Center Home Page

- Step 3:** Click the **Online Systems** menu item in the navigation bar on the left side of the page.



Step 4: The **Online Systems** screen is displayed. The screen displays information on HUD PIH-REAC Systems.

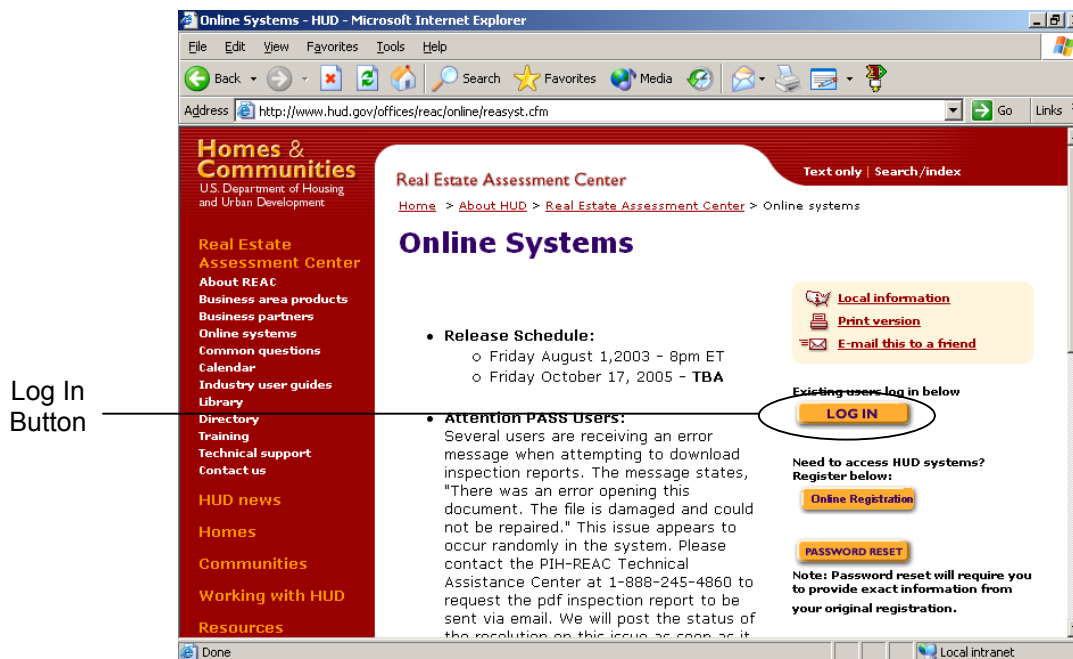


Figure 4. REAC Online Systems Screen

Step 5: To access HUD PIH-REAC systems click the **LOG IN** button.

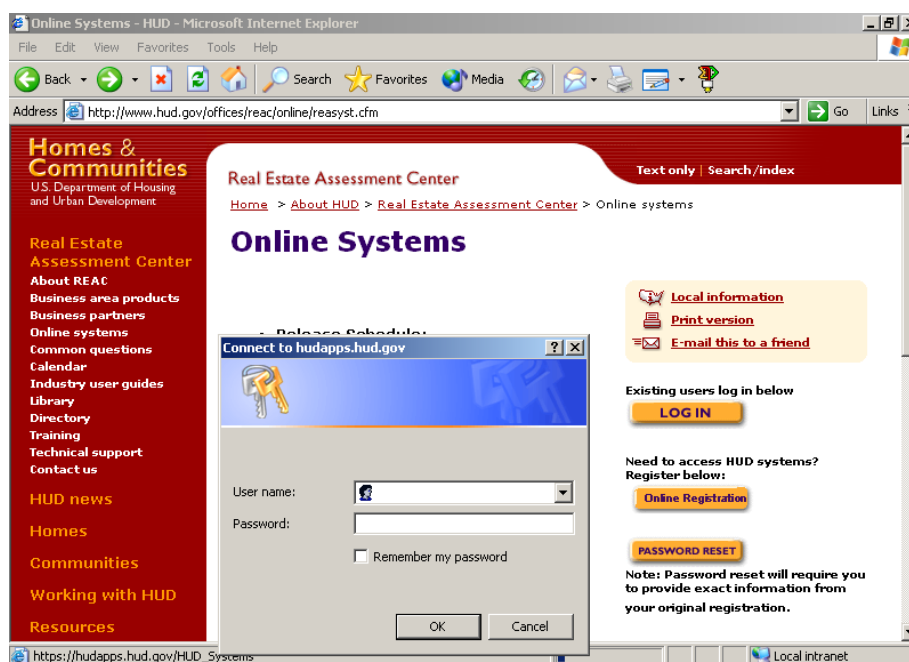
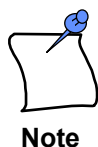


Figure 5. REAC Online Systems Log In Window

Step 6: The Login pop-up box is displayed. Enter the User ID and Password and click **OK**.



Note

The User ID is six characters beginning with an “M” or “H” and followed by 5 numeric characters. External users such as the POAs are assigned a User ID starting with an “M” (for example, “M12345”). Internal users such as HUD Employees are assigned a User ID starting with an “H” (for example, “H12345”). The User ID and password are case-sensitive.



Note

If the User ID/Password combination is incorrect, the system displays an “Authorization Failed” message. You have 3 chances to enter the correct User ID/Password combination. If, after the third attempt, the “Authorization Failed” message appears, you will need to contact the REAC Technical Assistance Center-Password Unit at 1-888-245-4860 to have the password reset. Every 21 days the system will prompt you to change the password. Passwords are to be kept in a secure location and protected from unauthorized use. Passwords should be kept private, and must not be shared with other staff members.



Figure 6. Secure Systems Warning screen

- Step 7:** The **Secure Systems Warning** screen is displayed. Review the screen contents and click the **Continue** button.
- Step 8:** The **Secure Systems Selection** screen is displayed. Click on the Tenant Assessment Subsystem (TASS) link.

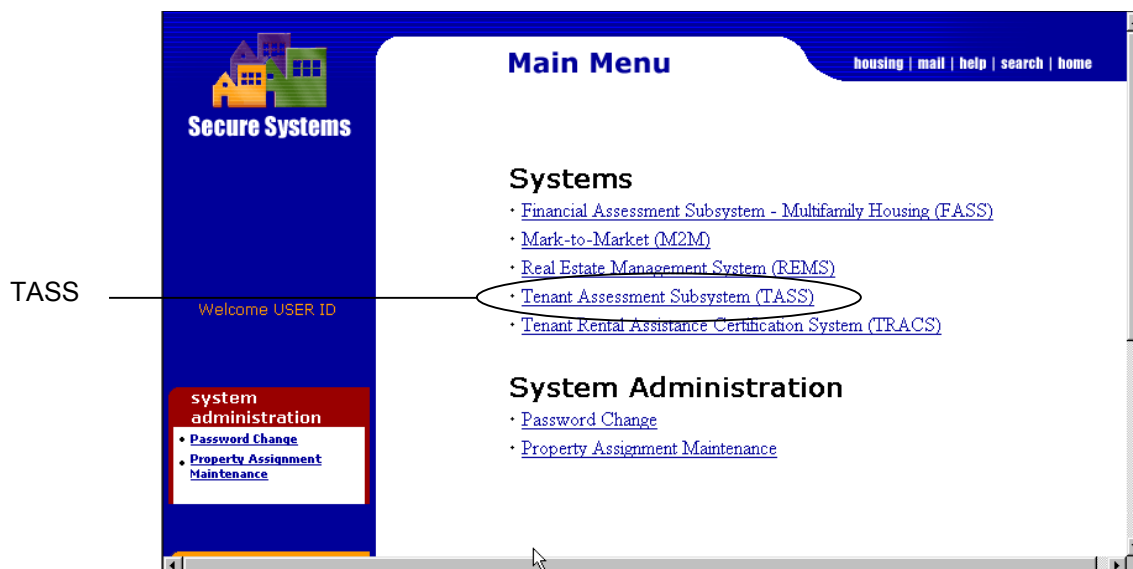


Figure 7. Secure Systems Selection screen



Step 9: The **TASS Home Page** is displayed. The user is able to access all the TASS-related functions and utilities from this screen.

TASS System Menu

- home
- benefit history reports
 - by household
 - by pha
 - by fha contract
 - by fha project
- management reports
 - by pha
- resources
 - help
 - TASS User Guide
 - download html
- scissors
 - about income verification
 - reac
 - hud home
 - data definition
 - download Adobe Acrobat
 - contact us
 - SVES manual
- secure systems main menu
- logout

tenant assessment subsystem

January 5, 2005

[help](#)

status of ss/ssi monthly reports
December 28, 2004

Reports for recertification due April 2005 are now available.

News
October 22, 2004

On Tuesday, October 19, 2004, the Social Security Administration announced the monthly social security and supplemental security income benefits would increase 2.7 percent in 2005 for more than 52 million recipients. The 2.7 percent Cost of Living Adjustment will begin with benefits that 47 million social security beneficiaries receive in January 2005. Increased payments to 7 million supplemental security income beneficiaries will begin on December 30, 2004. For additional information access the SSA website at: www.ssa.gov

Below is the TASS processing schedule for adjusting the cost-of-living increase in the benefit reports.

Processing Month on TASS Site	Recertification Month	Availability of New Calendar Year 2005 Rates on TASS Site
November 2004	March 2005	Week of November 29, 2004
*September 2004	January 2005	Week of December 6, 2004
*October 2004	February 2005	Week of December 13, 2004
December 2004	April 2005	Week of December 20, 2004

Figure 8. TASS Home Page